



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTEMBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Baden-Wuerttemberg Command Policy Memorandum #8, Right of Civilian Employees to Present Complaints or Request Assistance from the Inspector General (IG)

1. Reference: AR 20-1, Inspector General Activities and Procedures, 29 Nov 10.
2. All civilians have the right to present complaints, grievances, or requests for assistance to the IG. This may include what the civilian employee reasonably believes to be evidence of fraud, waste, and mismanagement.
3. Before visiting the IG, you should consider whether your concerns or issues could be addressed more promptly by referring them to your immediate supervisor first, or by using one of the procedures in paragraph 4. If you choose to address any concerns through IG channels, remember to obtain permission to be absent from your duties if you visit the Inspector General during regular duty hours. However, you are not required to tell anyone why you want to speak to the Inspector General.
4. Civilian personnel regulations prescribe alternate procedures for civilian employees to use in submitting complaints that pertain solely to civilian employment matters. These include complaints on such personnel actions as reduction-in-force, removals, disciplinary measures, and similar actions. If you want to submit this kind of complaint, contact the local Civilian Personnel Advisory Center, which will give you information about the pertinent regulations and tell you the procedures to follow. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition contact your local Equal Employment Opportunity Officer.
5. If you have a complaint about matters other than civilian employment, or complaints about violations of regulations, or procedures in processing complaints about personnel actions, and you feel your complaint has not been resolved by your supervisor, you may visit, call, write, or email the IMCOM-E or USAREUR IG:
 - a. IMCOM-E IG:
Location: Mark Twain Village (MTV), Building #3734, 4th floor RM 403 and 405
Telephone: DSN 370-7211/7599, Commercial 06221-57-7211/7599
Mail: IMCOM-E ATTN: IMEU-IG, Unit 29353, Box 200, APO AE 09014
Email: army.europe.ighotline@eur.army.mil

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b. USAREUR IG:

Location: Romerstrasse 168, 69126 Heidelberg/Building 31N, RM 212

Telephone: DSN 370-5070 or 370-5555 Commercial 06221-57-5070 or 5555

Mail: USAREUR IG Unit 29351, APO AE 09014

Fax: DSN: 370-8714

Email: army.europe.ighotline@eur.army.mil

6. If you believe the USAREUR/IMCOM-E IG response to you is not fair, complete, or in accordance with law and regulation; or if you believe your interests may be jeopardized by contacting the IG, you may contact the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DOD) Hot line. Their telephone numbers are:

DAIG: Toll free: 1-800-752-9747

IG, DOD: Toll free: 1-800-424-9098, DSN: 223-5080, Commercial: (703) 693-5080

7. You may report complaints about hazardous work conditions (unsafe or unhealthy) by following the procedures outlined in paragraph 8-4, DA PAM 385-10.

8. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the IG or a member of Congress. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the IG, a member of Congress or any agency established to receive such complaints. However, if you lie or knowingly make false accusations to the IG, you are subject to disciplinary action.

9. Per AR 20-1, paragraph 1-12, the IG has a duty to protect confidentiality to the maximum extent possible. This is true for all persons who ask the IG for help, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.

10. This memorandum will be posted in agency areas and made accessible to all civilian personnel.

11. Point of contact is the undersigned at DSN 370-1300.



BRYAN D. DECOSTER

COL, MI

Commanding

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